General CD/DVD Burning Instructions

First of all, verify the type of media (CD-R, CD-R/W, DVD-R, DVD-R/W) you are using. All media types have the option to add files incrementally in successive sessions. This is referred to as creating a multi-session disc. The difference between a CD-R and a CD-R/W is that a CD-R/W allows data to be modified or deleted after burning, where the CD-R is a permanent, one-way process. Files cannot be modified or deleted from a CD-R disc. However, they can be copied onto other media such as the hard drive of another computer or a new computer in case your old hard drive crashes.

The same applies for DVD-R and DVD-R/W discs. The difference between a CD and a DVD is that a CD will hold approximately 600 - 700 MB of data and a DVD will hold up to 4.5 GB (or 4,500 MB).

If you are backing up critical data such as email or project files and you are concerned about the data on the CD being modified or deleted by accident, always use a CD-R or DVD-R disc and select the Finalize/Close option.

Don't be overly concerned with not using all the storage space on each DVD. Although we do want to emphasize not wasting supplies; if you weigh the cost of a DVD (between 10 cents and 50 cents each) to the cost of losing your data, the choice seems to be obvious.

The last general comment is to always select the "*Create Data Disc*" option versus "*Create Disc Image*" option. The *Create Disc Image* option creates a *"bit for bit"* copy and individual files cannot be transferred from one media to another, only the entire image file can be moved.

Additional Comments:

If you select the TAO-Open option, be prepared for potential problems when trying to add files to the disc using different software or even a different drive than that which the CD-R or DVD-R was originally burned.

You will generally not have this problem with CD-R/W or DVD-R/W media because this type media is designed for multiple sessions, but remember that data can be modified or deleted on any re-writeable (R/W) disc.

One last general comment is that you should check the drive type your workstation has installed. Optical drives can be of any of the following types:

- CD-R(R/W)
- CD+R(R/W)
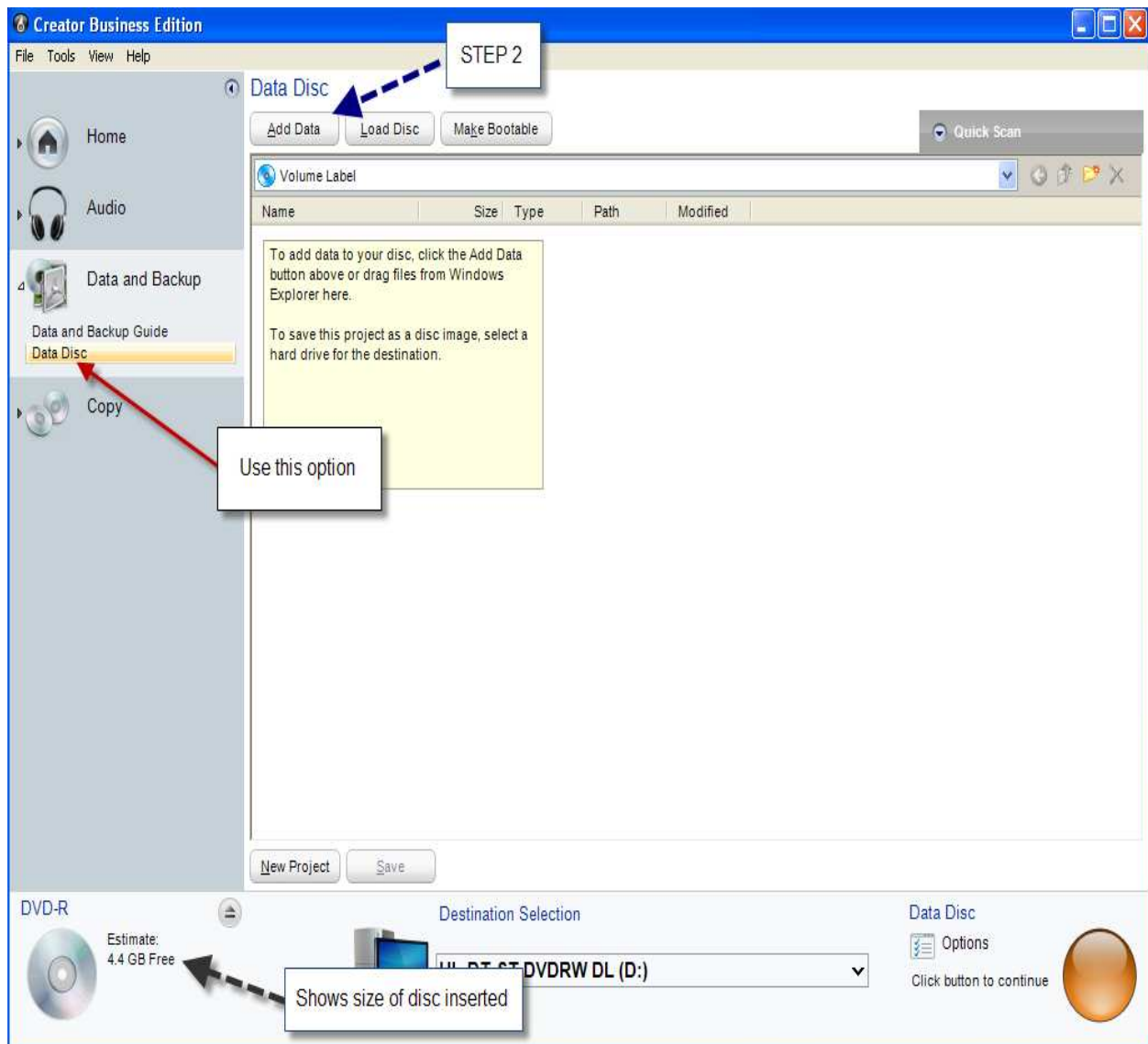- CD+/-R(R/W)
- DVD-R(R/W)
- DVD+R(R/W)
- DVD+/-R(R/W)

Note the + or – between the CD/DVD and the R or RW. The blank disc you use MUST match this. In other words, you would not use a blank DVD-RW in a drive designated DVD+RW. You will get the message "load blank disk" if you do.

Make sure you use the proper media type for your drive.

Disc Creation using ROXIO

Step 1:

- Open Roxio By going to the "START/ALL PROGRAMS/Roxio >>>" option
  - The Roxio program label is different depending on the type of workstation you are using
    - HP-4400 = "Creator Business DVD"
    - Dell OP-755 = "Roxio Creator DE"
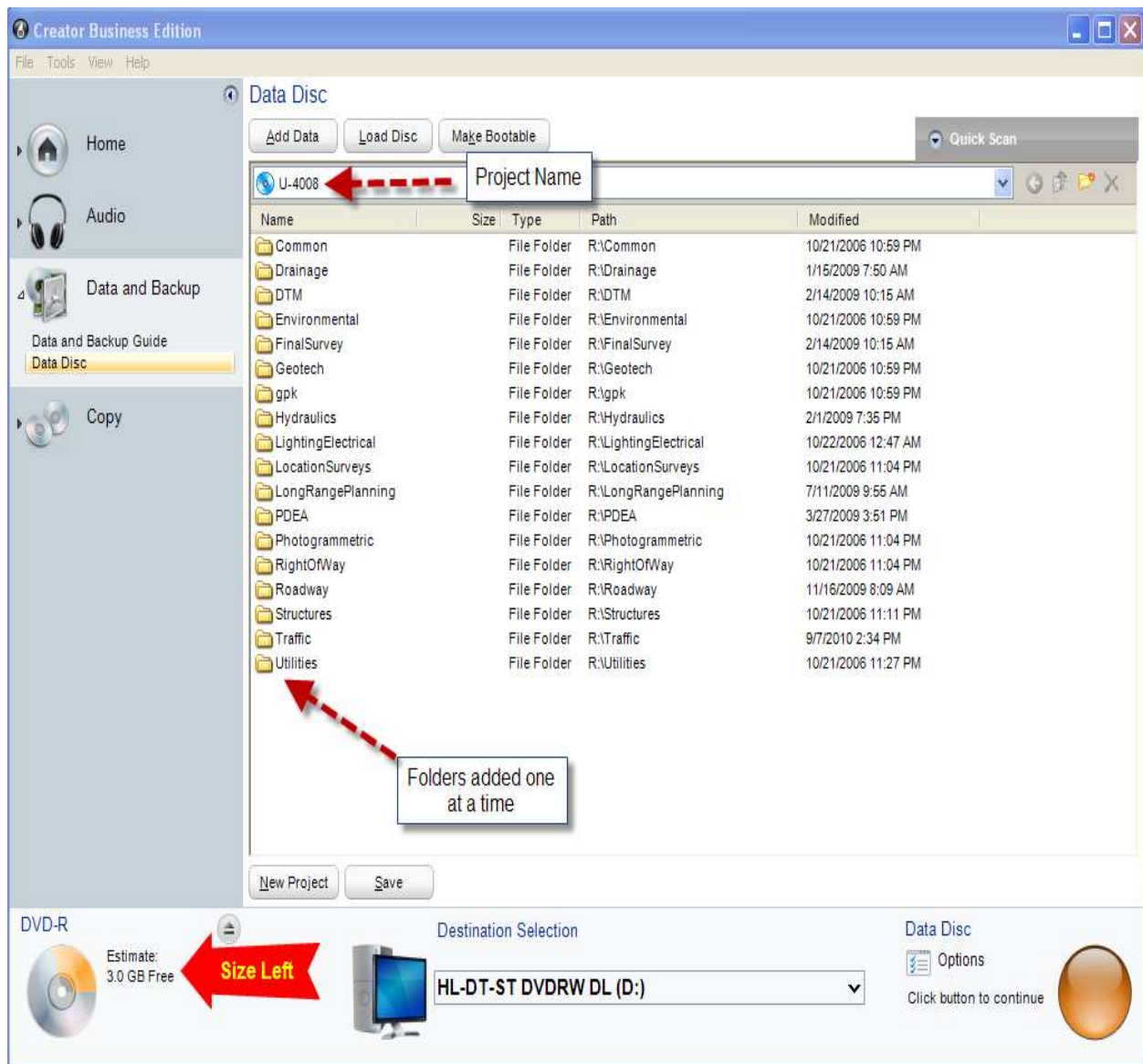   - Lenovo = "Roxio Creator Business Addition"

Step 2:

Using the control labeled "*Add Data*", navigate to the folders/files you wish to burn to disc. As each folders/file selection is made, click on the "OK" button in the section labeled "Browse for Folder" window. This will add your selections to the list for burning whenever you are ready.
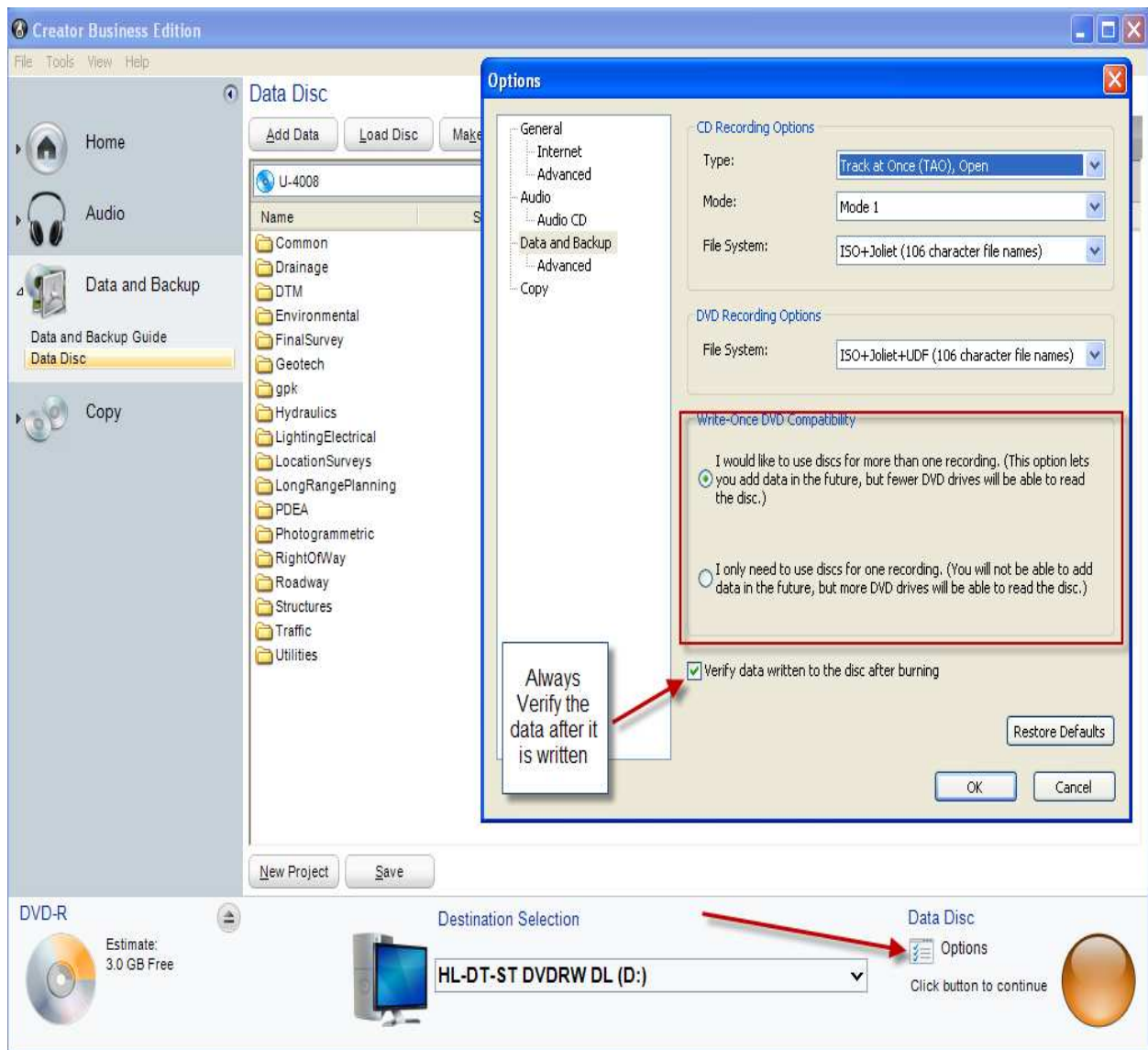
You should put the project name in the "Volume Label" area

Also, you will see an indicator bar along the bottom of the window showing total disc left after your selections.
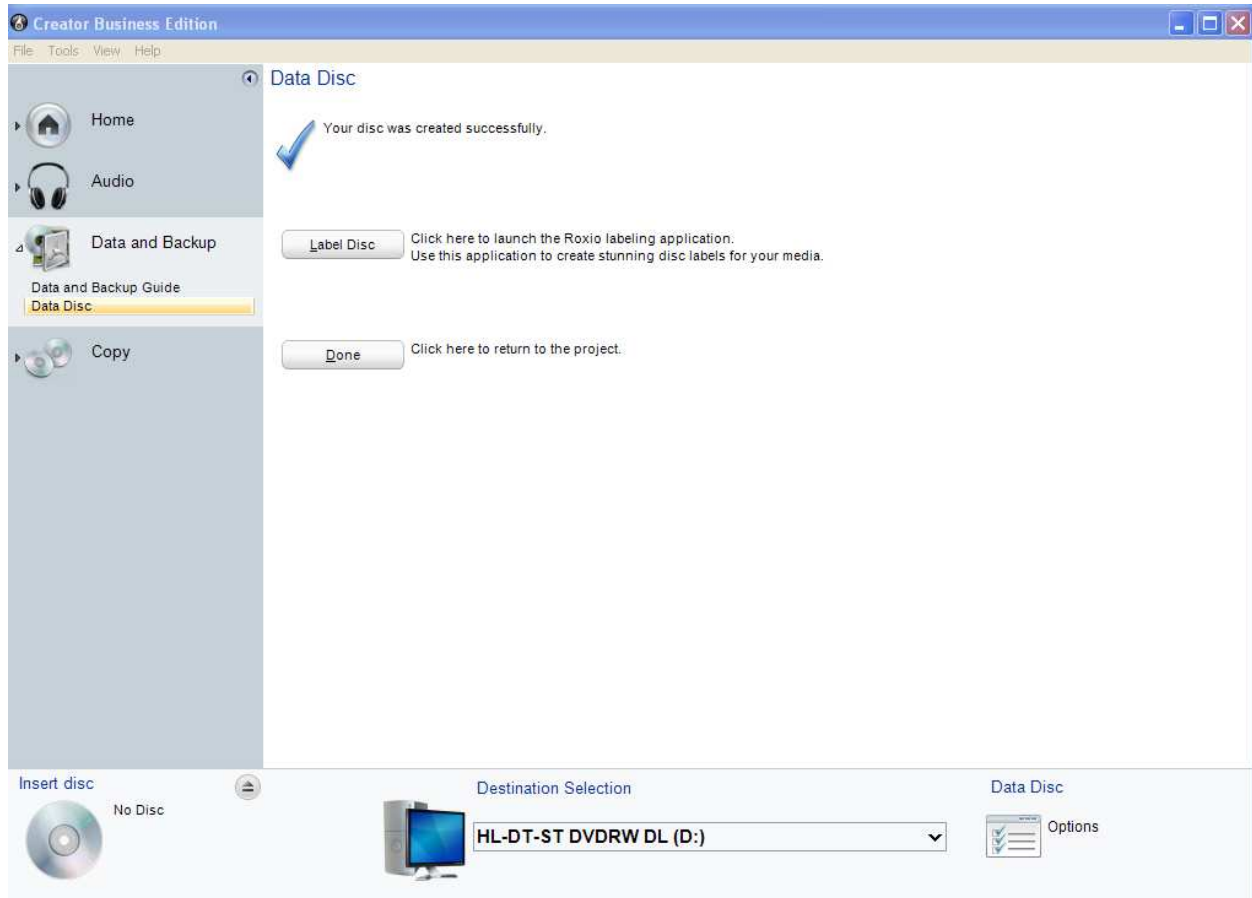
Step 3:

- Select Options
- On the "Write-Once DVD Compatibility" select which one of the two options you want to do.
  - Make sure to select the bottom option if you are done adding data with this last burn
  - Select "OK"
- Select "Click button to continue"

Step 4:

The disc will then be written and you should receive the screen shown

BE AWARE:

Each version of Roxio may show the screens slightly different. Do not change any options not shown above and take all defaults if I have not listed them for change or check.